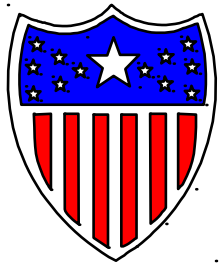

Installation Transition Services Branch

Chapter Transition Overv

Purpose

Separation from the Army is the final phase of the military personnel life cycle, and transition processing is the lifeline of this transitioning phase. The Army wants to ensure Soldiers and their families who are transitioning from active service receive expeditious and excellent service.

Transition Process

Transition processing is defined as a set of professional services provided to Soldiers to facilitate their transition from the active Army to civilian life or another stage of Army affiliation.

PREPARE FOR YOUR CHAPTER TRANSITION

- Ensure that your personnel records are current and complete.

- If information is missing from your DD Form 214 Worksheet, you need to provide the Transition Branch with a copy of your supporting documents. All documents you provide are returned when you pick-up your final DD Form 214.

REMINDER FOR CHAPTERS

- **Escorts are required for the following chapters: 5-13, 7, 9, 10, 11, 13, 14, and 15.**

- **Soldiers must be escorted through the entire Out-process by a SGT/E-5 or above, and if the separating Soldier is an E-5 or higher, then escort must be at least one grade higher in rank.**

CHAPTER
Pre-Transition Processing

- Upon notification that you are to separate prior to your ETS, you will need to attend a Pre-Separation Orientation.

- Orders are published within 3 working days after receiving the chapter packet.

- Upon receipt of orders, report to the front desk of the Transition Branch to schedule an appointment for your DD Form 214 (Certificate of Release or Discharge from Active Duty) briefing, SSC, Wing B.

- Your briefing appointment is scheduled 3 – 5 days prior to your departure date.

CHAPTER
Administrative Processing

- Reenlistment Interview (See your Retention NCO)
- Separation Medical Exam (Voluntary)
- Separation Dental Exam (Voluntary)
- DA Form 664, Statement Concerning Compensation from VA (Voluntary)
- Clothing and Equipment Inventory

  (Part of your out-processing)

CHAPTER
Final Transition Processing

- Attend your scheduled DD Form 214 briefing.
- Attend your finance briefing.
- Complete your unit and installation out-processing.
- Get your pre-clearance stamp from Out-processing, SSC, Wing D.
- The day before your leave starts or your ETS date (if not taking leave) report to the Transition Branch between 1300 – 1600 to sign for your final DD Form 214 and, if applicable, turn in your ID Card.

Chapter References and Assistance Forms

AR 635-200

Chapter Requirements

ETS/Chapter Out-process Assistance Checklist-Excel Format
ETS/Chapter Out-process Assistance Checklist-PDF Format
Out-processing Agency Listing
Soldier Support Center Floor Locator

Finance and Separation Information

Types of Chapters

- **Separation for the convenience of the government:**
  - *Separation due to parenthood-Involuntary*
  - *Personality Disorder-Involuntary*
  - *Early separation to further education-Voluntary*
  - *Other designated physical or mental condition Involuntary*

Reference: AR 635-200, Chapter 5, Para. 5-8 thru 5-17

Types of Chapters, cont.

- **Separation due to Dependency or Hardship** Chapter 6 - Voluntary.
  - *Hardship*
  - *Dependency*
  - *Hardship due to sole parent*
  - *Parenthood of married Soldiers*
- **Separation for Pregnancy.** Chapter 8 - Voluntary

Types of Chapters, cont.

- **Alcohol or Other Drug Rehabilitation Failure.** Chapter 9
  - Involuntary
- **Separation in lieu of Trial by Court Martial**. Chapter 10
  - Involuntary
- **Separation for Unsatisfactory Performance.** Chapter 13 - Involuntary

Types of Chapters, cont.

- **Separation for Misconduct.** Chapter 14
  – Involuntary
    - *Acts or patterns of misconduct.*
    - *Commission of serious offense.*
    - *Absent without Leave (AWOL)*
    - *Abuse of illegal drugs.*

Types of Chapters, cont.

- **Discharge for Homosexual Conduct.** Chapter 15 - Involuntary
- **Ordered to Active Duty as a Commissioned or Warrant Officer.** Chapter 16 – Voluntary
- **Failure to Meet Body Fats Standards.** Chapter 18 – Involuntary
- **Qualitative Management Program (QMP).** Chapter 19 – Involuntary

TRANSITION SERVICES BRANCH

Location

The Soldier Support Center
2nd Floor, Wing B
Building 4-2843 Normandy
Fort Bragg, NC 28310

Office Hours

0800 - 1700 Monday - Friday
Closed All Federal Holidays

Contact Information Numbers

Customer Service – (910) 396-7472/ 0123
Transition Finance – (910) 396-1977
DSN: 236-XXXX
FAX – (910) 396-9694